

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Junior/Assistant/Associate Engineer	<b>Job Family:</b> 3
<b>General Classification:</b> Professional	<b>Job Grade:</b> 24/28/32

**Definition:** To perform professional and technical engineering work in assigned area of responsibility including design, land development, construction, traffic or environmental engineering (Shoreline).

**Distinguishing Characteristics:** Junior Engineer - This is the entry level class in the professional engineering series. Positions in this class possess the applicable educational and training background required of classes in the professional engineering series, yet typically lack any practical professional engineering work experience. The Junior Engineer class is distinguished from the Assistant Civil Engineer by the performance of less than the full range of duties as assigned to the higher level classes within this series. This class is typically used as a training class in that incumbents may have only limited or no directly related work experience. Incumbents work under direct supervision while learning job tasks. Immediate supervision is provided by a higher level professional engineer. May receive functional or technical supervision from other division staff. Exercises no supervision.

Assistant Engineer - This is the second level in the professional engineering series. Positions in this class possess the applicable educational and training background required of classes in the professional engineering series, yet typically lack the full range of practical work experience. The Assistant Engineer class is distinguished from the Associate Civil Engineer by the performance of less than the full range of duties as assigned to the journey level class within this series as well as the fact that the Assistant Engineer does not possess the required EIT certification. This class may continue to be used as a training class in that incumbents may have only limited related work experience. Incumbents work under direct supervision while learning job tasks and under general supervision as experience and skill levels increase. Once learned, incumbents are expected to operate more independently. Receives general supervision from the Principal Engineer, and may receive functional or technical supervision from other higher level division staff.

Associate Engineer - This is the journey level class in the professional engineering series. Positions in this class possess the applicable educational and training background required for classes in the professional engineering series, including appropriate certificates and licenses in the field, as well as, practical work experience. The Associate Civil Engineer is distinguished from the Assistant Engineer by the performance of the full range of duties as assigned with only minimal instruction or

assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Engineer class, assuming the incumbent possesses the appropriate Engineer-In-Training (EIT). Receives direction from the Principal Engineer and may receive functional or technical supervision from other higher level division staff. May exercise technical and functional supervision over less experienced professional positions and technical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Perform professional and technical engineering work relative to assigned area of responsibility such as design, land development, maintenance operations of landfill gas and leachate extraction systems and groundwater monitoring wells and capital improvements.
2. Design and prepare plans and specifications for public works projects including streets, storm drains, sewer and water lines, landfill and related projects; research project design requirements; perform calculations and prepare estimates of time and material costs.
3. Develop revised design and construction standards for public works structures and appurtenances.
4. Investigate field problems affecting property owners, contractors and maintenance operations; resolve problems or refer as appropriate.
5. Administer design and construction contracts; coordinate and review the work of outside consultants; review and recommend payments and billing for contracted services related to assigned projects; negotiate prices and schedules, as necessary.
6. Request and participate in the collection of survey and mapping data.
7. Prepare estimates and feasibility reports for new or modified services and structures.
8. Participate in the plan check, review and processing of plans for private developments affecting City streets, sewers, drains and related public works facilities; assure compliance with appropriate codes, ordinances, rules and regulations.
9. Prepare visual presentations and reports.
10. Prepare special engineering studies and reports.

11. Coordinate public works activities with other City departments, divisions and sections and with outside agencies.
12. Manage and oversee post closure landfill responsibilities and regulatory agency permits.
13. Perform other duties as assigned.

**Minimum Qualifications:**

Junior/Assistant Engineer

Knowledge of: Principles and practices of engineering as applied to public works, infrastructure, transportation, land development or utilities; methods, materials, tools and equipment used in engineering construction; principles of algebra, geometry and trigonometry and their application to engineering; strengths, properties and uses of engineering construction materials.

Ability to: Prepare plans and drawings neatly and accurately; prepare engineering design computations and check, design and prepare engineering plans and studies; learn and understand City engineering policies and procedures; learn applicable laws and regulatory codes applicable to areas of assigned responsibility; communicate clearly and concisely, both orally and in writing; use and care for engineering and drafting instruments and equipment; prepare reports encompassing raw technical data; prepare effective cost estimates and recommendations; establish and maintain effective work relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Junior Engineer

Recommended: Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering; no experience necessary.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Assistant Engineer

Recommended: Two years of professional experience is necessary; equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering.

**Required Licenses or Certificates:** Possession of a valid California driver's license; possession of a California Engineer-In-Training (EIT) Certificate preferred.

**Minimum Qualifications:**

Associate Engineer

In addition to the requirements for the Assistant Engineer:

Knowledge of: Applicable laws and regulatory codes relevant to assigned area of responsibility; methods, materials and techniques used in the construction of public works and utilities projects; modern standards of alignment, grade, and compaction of streets; topographic and construction surveying; strengths, properties and uses of engineering construction materials.

Ability to: Administer contracts and coordinate and review the work of outside consultants; design common engineering structures and facilities; use drafting and surveying instruments to prepare maps, plans, cross-sections and profiles; prepare quantity and cost estimates.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of responsible civil engineering experience performing duties comparable to those of an Assistant Engineer in the City of Mountain View; equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering.

**Required Licenses or Certificates:** Possession of a valid California driver's license; possession of a California Engineer-In-Training (EIT) Certificate.

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